

UNITED STATES GOVERNMENT

# Memorandum

TO : CIA Records Administrative Officer

DATE: 18 June 1963

FROM : Area Records Officer, OBI

SUBJECT: Annual Report of Records Holdings

1. In response to your request, the following information on records of the Office of Basic Intelligence is submitted:

<u>RECORDS</u>	<u>EQUIPMENT</u>
	<u>Type</u> <u>Number</u>
2400 cu. ft. of records on hand 1 July 1962	Safes 4-drawer                      62 2-drawer                      9
1525 cu. ft. of records on hand 30 June 1963	Cabinets 5-drawer                      12 3-drawer                      3 2-drawer                      4
450 cu. ft. destroyed during FY 1963. (Does not include those destroyed by the Records Center.)	Cards 1-5x8 - 3 drawers 1-3x5 - 20 drawers 1-5x8 - Kardex - 15 slides
	Map Cases 5-drawer secs.              58 vertical                      6
	Other (excluding shelf filing):  Supply cabinets              3

2. In addition, OBI has 294 feet of shelf filing.

3. The decrease in records holdings is due to the transfer of the Research Division to OCR during this reporting period.

STATINTL

25 YEAR RE-REVIEW